

"Our vision is to transform Orlando into one of the most environmentally-friendly, socially inclusive, and economically vibrant communities in the nation." - Orlando Mayor Buddy Dyer

ABOUT THIS GUIDE

The City of Orlando has set goals of becoming a zero-waste community by 2040 and powered by 100% renewable energy by 2050. Public events are a great way to stimulate the local economy as well as bring the community together to share ideas and services. But while events are important, they also contribute to negative environmental impacts, such as generate large amounts of avoidable waste that piles up in our landfill, demand consumption of nonrenewable sources of energy, deliver water needs through unsustainable methods, and create traffic congestion challenges. Meeting the city's ambitious sustainability goals depends on your participation. This guide will help reduce your event's demand on resources and unintentional sources of pollution in order to protect quality of life in the City Beautiful.





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I. Choose a Site

Consider selecting an event site that is easily accessible by foot, bicycle or local transit, with easy access to water and electrical power. See section V(c) for guidance on making alternative forms of transportation accessible for your attendees. If your event is drawing people in from out of town, include a list of green hotels in your event communications, which is provided in section V(d).

II. Develop Sustainability Strategies

Organizing a sustainable event requires multiple levels of coordination and clear communication. Develop, share and assign your sustainability goals, action items and strategies early on in the planning process. The following pages will help you structure these goals and specific initiatives. Use the Sustainability Checklist for Event Organizers provided in Appendix D to organize and document your efforts.

Events of 1,000+ attendees will be reviewed by a City of Orlando Green Works staff member to provide feedback and support on your sustainability goals and strategies to ensure your success. In addition, these larger events must assign a paid or unpaid Sustainability Coordinator position to properly mitigate the ecological and social impact of your event.

III. Engage Stakeholders

Communicate the sustainability strategies developed from section III with your stakeholders (event planners, staff, site owners, vendors, contractors and volunteers) early on in the planning process. In addition, distribute appropriate electronic copies of checklists and programs/policies provided in Appendices C, E, F and G to all exhibitors, suppliers and food vendors. Ideally, these would be shared with partners before contracts are signed to ensure sustainability needs are met and actions run smoothly on the day of your event. These communication tools have been developed for these specific groups to help event organizers easily and clearly communicate the sustainability expectations of your event and their roles within it. These checklists can be shared as is or customized to include more or less sustainability measures based on the feasibility of your event.

At a minimum, all partners must adhere to the Single-Use Products Policy (Appendices B and C) which includes the discontinuation of plastic bags, plastic straws, Styrofoam (polystyrene) and polystyrene products such as protective packaging, containers, cups and lids. Encourage their input and participation beyond these minimal requirements. Solicit volunteer hours from this group to dedicate towards achieving a sustainable event.

SUSTAINABILITY CHECKLIST FOR EXHIBITORS AND SUPPLIERS:

*Event Organizers: Distribute an electronic copy of this checklist from Appendix E to your exhibitors and suppliers. Also provide them with Appendices C, G and H.

- √ Do not use or provide single-use items (including for personal use) and review the provided City of Orlando Single-Use Products Policy flyer (event organizers: be sure to attach Appendix C).
- ✓ Ensure items for giveaway and sales are made from recyclable or reusable materials and are durable/useful items.
- √ Buy in bulk to reduce the number of containers and packaging.
- √ Select items with less packaging and contact suppliers and manufacturers to request orders be sent with less packaging or eco-friendly packaging.
- ✓ Select reused, reusable or recyclable materials for the construction of booths, displays and exhibits.
- √ Eliminate unnecessary, unsustainable and/or single-use decorations such as balloons, confetti etc. where possible.
- √ Rent or buy reusable event materials (tablecloths, work gloves, etc.) instead of purchasing single-use items.
- √ Use local suppliers and products where possible to support the local economy and reduce greenhouse gas emissions from shipping.
- √ Choose partners (contractors, suppliers, manufacturers, etc.) that have a commitment to sustainable practices.



SUSTAINABILITY CHECKLIST FOR EVENT FOOD VENDORS:

- * Event Organizers: Distribute an electronic copy of this checklist from Appendix F to your food vendors. Also provide them with Appendices C, G and H.
- ✓ Do not use or provide single-use items (including for personal use) and review the provided City of Orlando Single-Use Products Policy flyer (event organizers: be sure to attach Appendix C).
 - » Common items such as wood stirrers, compostable/paper straws and compostable bags may be used instead and can be made upon customer request only.
- ✓ Select local, organic and seasonal foods and set a baseline percentage goal for locally sourced foods.
- √ Provide vegetarian and vegan options.
- √ For non-vegetarian options, choose sustainable seafood, free-range chicken, grass-fed beef and non-dairy alternatives.
- ✓ Offer bulk condiments and fountain beverages instead of individual packets, cans or bottles.
- √ Use organic and/or fair-trade certified coffee and tea products.
- ✓ Offer non-dairy milk alternatives and bulk sized creamers.
- √ Allow participants to use their reusable cups for beverages and consider offering an incentive for this eco-action.
- √ Offer reusable to-go containers and cups/mugs for purchase.
- √ Use reusable or biodegradable dinnerware, flatware, straws and/or linens.
- √ Identify which items from your operations are truly recyclable using the provided acceptable recyclables signage.
- ✓ Participate in recycling and food waste collection during the event.
- √ Work with the event planner to establish a foods donation plan strategy for excess edible food and be prepared to have someone deliver the donation.
 - » Second Harvest Food Bank may be contacted via email at info@feedhopenow.org
- ✓ Collect used grease and cooking oil in shatter-proof containers and coordinate a drop off at the closest local facility during their hours of operation: <u>orlando.gov/grease</u>
- ✓ Print receipts upon request only or go fully digital for purchases.





IV. Minimize Your Footprint

a. Waste

According to the Zero Waste Alliance, zero waste is a goal to divert waste from landfills and incineration by implementing design and manufacturing principals in which all discarded materials are designated to become resources for alternative use. The City of Orlando has set a zero waste goal to reduce the amount of waste entering our landfills by 90% by 2040. Therefore, all participants must adhere to the Single-Use Products Policy and properly used grease collection and disposal. Acceptable recyclable items and food waste items can be found in Appendices G and H, respectively.

Waste management is the responsibility of the event organizer. Communicate with the City of Orlando Solid Waste Division early on to coordinate needs for recycling and food waste collection bins, as well as trash dumpster placement and drop off. Establish a clear timeline for these activities with the city to ensure your event has adequate waste disposal resources beforehand and removal is completed soon after the event ends.

In addition to meeting permit requirements, identify the event's potential points of waste generation to eliminate waste before it occurs. Early coordination of a zero waste goal protocol ensures that all staff, volunteers, exhibitors, and vendors are properly trained on how and where waste collection is to be managed. The TRUE (Total Resource Use and Efficiency) Zero Waste organization evaluates the following areas to certify events as zero waste and should be considered while developing your event's waste goals:

· Redesign, Reduce, Reuse, Compost, Recycle, Waste Reporting, Diversion, Purchasing, Leadership, Training, Waste Analysis, Upstream Management, Hazardous Waste Prevention, Closed Loop and Innovation

Share your waste goal with all event staff, vendors and participants as early and as frequently as possible. Consider including a zero waste process and commitment in vendor contracts. If you plan to have your event certified as a TRUE Zero Waste Event through the U.S. Green Building Council, be advised paperwork must be submitted several months before the event: true.gbci.org/resources

Utilize Recycle Across America's Toolkit for Creating a Successful Recycling Program to further guide your zero waste strategy: https://aa45dbcb-c1bc-41a2-83a8-40992f37251e. filesusr.com/ugd/2496cb_6f0a14fe82014cc292fe30e16110d9aa.pdf

Consider calculating the greenhouse gas emissions (GHGs), energy savings, and economic impacts of managing the waste from your event using the EPA's WARM Reduction Model: epa.gov/warm. Share your results with the city's Sustainability and Resiliency Office (SRO).



A zero waste strategy should also consider:

- · Types of recyclables to be collected during the event (e.g. paper, plastic, aluminum cans, glass, food waste and any possible specialty streams such as textiles or electronics).
- Zero waste stations consisting of sets of three distinct collection bins:
 - » Mixed recyclables (paper, plastic, aluminum cans and glass)
 - » Landfill waste (trash)
- Ensure all bins are of equal size, uniquely colored and clearly labeled.
 - » City of Orlando recycling and food waste signage can be found in Appendix G and H which may be printed out and used to communicate proper waste sorting during
- · Strategic placement of zero waste stations in high-traffic areas such as food and beverage vendors and dining seating.
- · Locations of zero waste stations clearly marked on an event map for vendors, volunteers and attendees to utilize.
- · Strategic placement of dumpsters for staff and volunteers to easily carry filled bags of trash and loose (unbagged) recyclables to them.
- Dates and times for waste hauler(s) to drop off and pick up dumpsters.
- Ensure food vendors are aware of the following well in advance of the event:
 - » The Single-Use Products Policy one pager (Appendices B and C)
 - » The event map with clearly marked zero waste stations
 - » What is and is not accepted in the recycling and food waste collection programs (Appendices G and H)
 - » Participation in recycling, food waste and used grease diversion for their operations
- · Assign staff/volunteer to educate attendees on sorting their waste to ensure participation and clean waste streams.
 - » Recycling and/or food waste collection with greater than 10 percent contamination may incur a fine or a portion of the event deposit may be kept.
- · Training, talking points, outreach methods and tools for staff, vendors, volunteers and attendees on zero waste sorting and collection protocol.



b. Water

Sustainable drinking water distribution is a critical component to hosting a sustainable event. Avoid expensive and wasteful bottled water by providing water refill stations. See Appendix I for different water refilling options.

- Provide access to drinking water fountains and/or water bottle refilling stations.
- · Encourage and remind staff, volunteers and attendees to bring their own refillable beverage containers.
- Provide food/drink vouchers or other forms of incentives for guests who bring their own reusable water bottle.
- · Consider a portable toilets provider that is water-efficient, waterless, or uses grey water.
- Ensure toilet services and food vendors follow stormwater event protocols.



c. Alternative Transportation

You can support the health, mobility and accessibility of our community by enabling and encouraging alternative modes of transportation.

- · Select a site accessible to guests arriving by foot, bike, scooter, rail or bus.
- · Promote and incentivize use of local bus, rail and dockless bikes for travel to and from your event.
- · Provide attendees with the following maps and schedules for Sunrail (train), Lynx (bus) and LYMMO (fare-free downtown circulator) in digital marketing and event information:
 - » Sunrail train schedule: <u>sunrail.com/schedules/</u>
 - » Sunrail map: sunrail.com/map/
 - » LYMMO route schedules: golynx.com/plan-trip/riding-lynx/lymmo/
 - » LYMMO map: golynx.com/resources/pdf/LYMMO-Map-Alone_071920.pdf
 - » Lynx Bus System Schedule: golynx.com/resources/pdf/071920-lynx-schedule-book.pdf
 - » Lynx Bus System Map: golynx.com/resources/pdf/System-Map-121414.pdf
- Provide ample bike racks and consider using a bike valet service.
- · Identify and communicate electric vehicle (EV) charging stations located closest to your event and include them on your event map.
- For larger events, consider providing shuttle services to guests.
- Select a site that is walkable to local shops and restaurants.
- Ask staff, vendors and volunteers to turn cars off when loading/unloading.
 - » Consider a no-idling policy
- When possible, use hybrid or electric vehicles for your event.



d. Livability

You can contribute to the City of Orlando's goal to establish a 40% tree canopy by 2040. Through our One Person, One Tree program, the city can host free tree giveaways at your event. Consider a tree planting event as an effort for your attendees to offset their ecological footprint: orlando.gov/trees

As part of the city's initiative to encourage pollinator health and natural migration patterns, city staff can provide native Seed2Source wildflower seed packets to guests. Complete the online request form found in Appendix I to request sustainability education and programming opportunities at your event. If your event is drawing people in from out of town, encourage guests to choose lodging that supports the city's sustainability goals and to use public transit (see previous section). Consider including this list of green hotels in your communications plan: floridadep.gov/osi/green-lodging/content/green-lodging-designated-property-directory



e. Clean Energy

To better understand and calculate your event's carbon footprint, use the Carbon Fund calculator: carbonfund.org/take-action/businesses/carbonfree-programs/events-program/
See the Waste section V (a) above on how to calculate emissions and energy savings of an event's waste. Local resources to measure and carbon offset your event can be found in Appendix I.



f. Local Food

Promoting local food is a great way to support the local economy of where your event will be hosted. Local vegetarian/vegan and/or sustainable restaurants, caterers and food trucks are great options. Be sure to distribute the Sustainability Checklist for Food Vendors found in Appendix F or create a customized version of this for distribution.







V. Event Marketing and Communications

a. Vision

Develop a sustainability vision statement that summarizes your goals and serves as a road map to meet your objectives. Share this vision statement early on with all partners and on contracts. Share it further on both printed and online marketing event materials to engage attendees. In addition, summarize and map the final sustainability features of your event and share it with your vendors, volunteers and attendees before the event to maximize participation.

b. Promotion and Marketing

Widely promote your sustainability efforts and goals in your marketing and communication efforts.

- Provide directions to the event that include public transit, bike routes and electric vehicle charging stations.
- Encourage walking and cycling by promoting bike parking and valet options.
- Encourage carpool or car-sharing options.
- · Opt for and promote water refill stations and fountains.
- Ask guests to bring their reusable water bottle.
- · Highlight vendors with local, organic and vegetarian menu options.
- Ban balloons, plastic confetti, disposable table cloths and other harmful, single-use event decor.
- Discontinue single-use giveaways and paper handouts.
- · Make green marketing decisions that reduce the environmental impact of your event.
- Choose non-printed forms of marketing such as electronic billboards, social media, website and radio advertisements.
- Create and manage event invitations, registration/ticket sales and guest correspondences digitally.
- Promote digital ticketing as the preferred check-in option.
- When printing, opt for Forest Stewardship Council (FSC) certified paper and print double-sided.
- Reduce or eliminate unnecessary handouts by posting event maps, guides, agendas, programs, etc.
 on the event website or social media page, through an events app, interactive QR codes to be scanned
 throughout the venue, and in central locations at your event.
- For annual events, consider reusable event signage, posters and banners.
 - » Do not add a date/year to these items so they can be reused in following years.
- · Consider electronic vouchers and rewards for guests instead of physical giveaways.

c. Event Signage

- Use signage to educate attendees about recycling, food waste collection, energy sources, water refill stations and sustainable food options. Make sure signage is strategically positioned for visibility to avoid confusion and to best ensure desired outcomes.
- Clearly mark all Zero Waste stations, bike parking, EV charging stations, local food vendors, water stations, etc.
- Always have safety in mind. In Central Florida, storms and high winds can occur with little warning.
 Your signage must be wind tolerant. Avoid signage that could become a tripping hazard or is installed at head height.
- Put signage in bathroom stalls/portable toilets, at each food vendor, tables and other common areas to inform guests to participate in your sustainability efforts.

d. Staff and Volunteer Training

Engaging and educating event staff, vendor, volunteers and attendees about your sustainability efforts results in enthusiasm and participation. Therefore, this is a critical component to the overall success of greening your event.

- · Recruit volunteers specifically interested in sustainability.
- · Provide communication, maps and training about specific tasks and goals before the event.
- Identify a meeting point where volunteers should report to upon arrival and provide training reminders, reinforcement and encouragement before sending off to their specific tasks.
- Consider providing t-shirts or hats to volunteers so they are easily recognizable and also as a thank you for volunteering.
- Encourage volunteers ahead of time to utilize alternative forms of transportation (including carpooling) and to bring their own reusable water bottle for refilling.
- Distribute supplies (gloves, extra bags, tongs) to waste volunteers.
- Provide volunteers with an event map to identify zero waste stations and other sustainability features such as bike racks for themselves and to help direct attendees.
- Remind volunteers to thank attendees for participating in sustainability when positive behaviors are observed.
- Remember to thank volunteers for donating their time to green your event and consider offering sustainable rewards such as a reusable utensil kit, lunchbox, reusable napkin set, free drink or meal ticket, etc.
- Since waste reduction and diversion is most likely the largest sustainability need during the event, consider assigning or hiring a zero waste coordinator for medium to large events who is knowledgeable, motivating and personable. This individual will be responsible for planning and organizing these activities as well as communicating with and training green volunteers.













Food Trucks/Caterers

- Vegetarian/vegan foods options
- · Local, seasonal, and organic options
- Bulk containers and reduced packaging
- Grease collection and responsible disposal strategy in place
- Enable customers to use reusable cups
- No polystyrene (Styrofoam) or single-use plastics
- · Only eco-friendly alternatives available
- Participation in recycling and food waste diversion
- · Donation strategy in place for unused food
- Digital receipts





Water Refill Station

- Encourage attendees to bring a reusable water bottle
- Incentivise water refilling
- Eliminate use and sale of single-use water bottles





Zero Waste Station

- Trash (black)
- · Recycling (blue)
- Food waste (lime green)

Registration Table

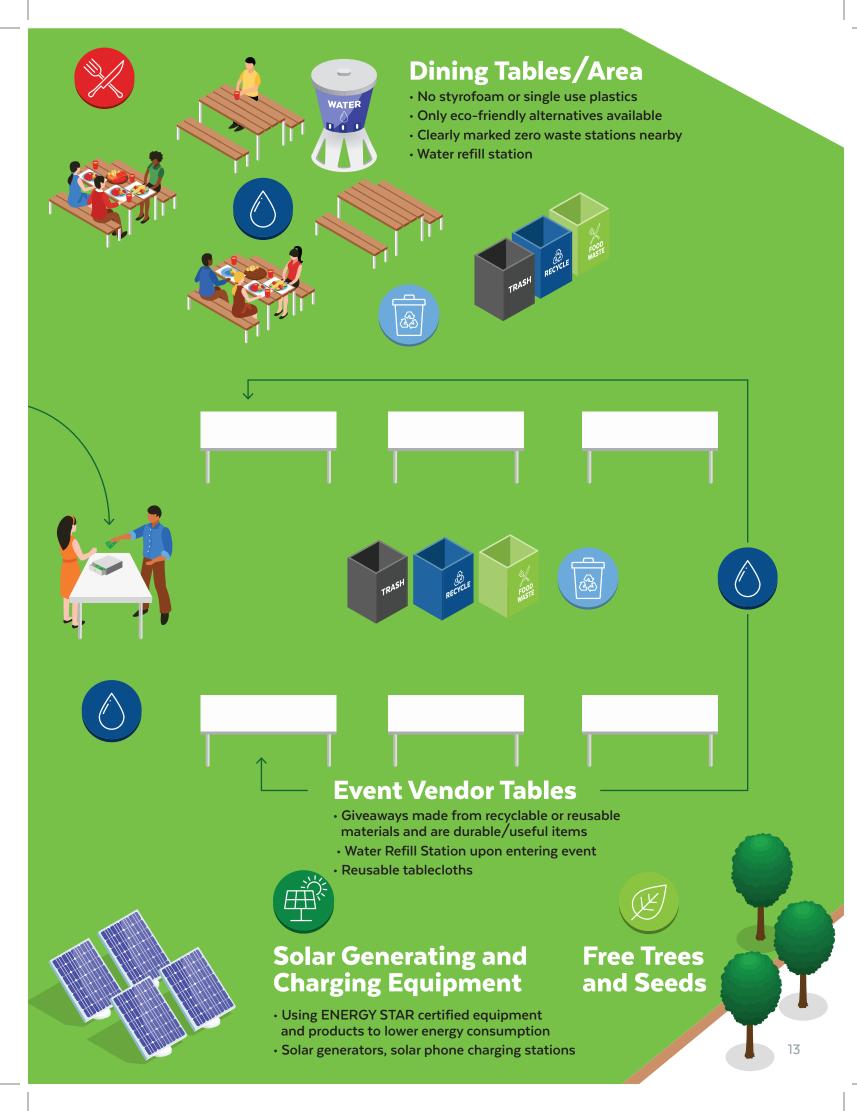


- Event map with sustainability features clearly marked
- Minimize handouts and print on sustainable paper (FSC)
- Reused, reusable or recyclable materials used for booths, displays and exhibits
- Avoid unsustainable and unnecessary decorations such as balloons









DURING THE EVENT







I. Event Check In and Check Out Procedure

Start your event off with a kickoff meeting for key partners and/ or have registration table(s) where staff, vendors, volunteers and attendees check in before setting up. This is the best opportunity to communicate your sustainability efforts, point out key features such as zero waste stations and signage, the event map, grease collection area for food vendors, etc. to ensure participation. In addition, implement a vendor check-out procedure to ensure the area is clean and waste free. Consider vendor penalties for those who leave behind discarded materials or trash. There will most likely be general litter left behind from the event. Please be sure to clean the entire event boundary or secure services or volunteers to accomplish this.

II. Zero Waste Stations

Properly managed zero waste stations is one of the most important aspects of a green event. Ensure proper time and thought is dedicated ahead of time to determine the type and number of collection bins to meet your event needs. Ensure staff and volunteers are well-prepared to manage them through proper training.

To make sure waste gets sorted properly and to prevent contamination, prepare volunteers to do the following:

- Fully understand and be able to educate attendees on what is and is not acceptable for recycling and food waste collection during your event (Appendices G and H).
- Label trash, recycling and food waste collection bins with simple graphics and minimal clear text.
 - » City of Orlando signage can be found in Appendices G and H and printed.
 - » Signage can be customized or purchased through resources provided in Appendix I.
- Greet exhibitors and attendees by identifying and providing directions to zero waste stations, water refill stations and bike racks or valet as needed.
- Manual decontamination of collection bins using provided gloves and tongs.
- Ensure garbage and recycling areas do not overflow by changing bags when full.

AFTER THE EVENT







The City of Orlando leads by example. We encourage event coordinators to support us in fostering a culture of social and environmental responsibility within the events industry and amongst event attendees. Hosting a sustainable event should not be a burden, but rather a celebration of what can be accomplished together with a little bit of planning, collaboration and effort.

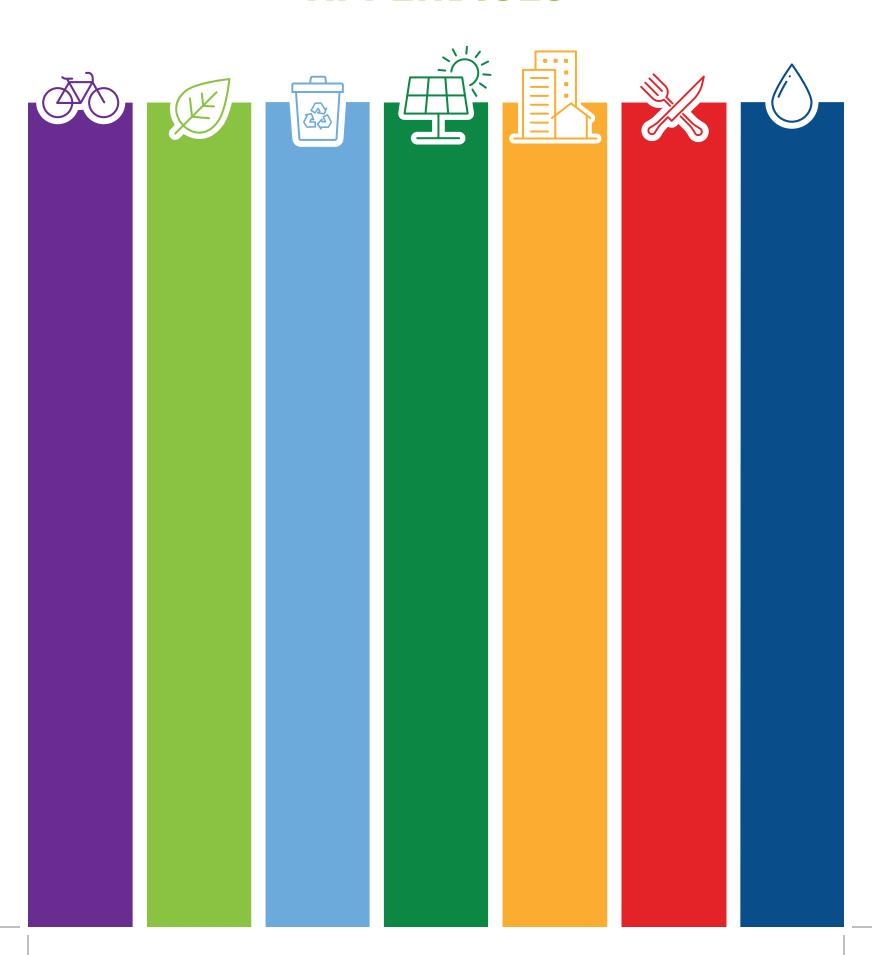
I. Post Event Measurement and Reporting

The following activities will help the city better plan and manage future events as well as develop new strategies for addressing impacts. Calculation tools have been provided throughout this document and are also compiled in Appendix I. These post event activities are optional.

- Collect and report collection totals for non-recyclables (trash), recyclables and food waste.
 - » Annual events can consider conducting a waste audit to determine how to further reduce waste each year.
- · Measure energy consumption data.
- · Measure water consumption data.
- Share these metrics with the city, vendors and the public.

For questions and ideas about this guide, please contact the City of Orlando's Sustainability and Resiliency Office (SRO), aka Green Works via email at greenworks@orlando.gov.

APPENDICES





OBJECTIVE: To advance the environmental sustainability of Orlando by reducing the use of polystyrene products and single-use plastics on city property and encouraging biodegradable, compostable, recyclable, and reusable alternatives.

AUTHORITY: This policy was adopted by City Council on June 3, 2019.

DIRECTION: The Director of Sustainability, as an appointed official, serves at the pleasure of the Mayor and is supervised by and receives direction from the Chief Administrative Officer.

METHOD OF OPERATION:

Definitions:

- 1. "Biodegradable materials" are manufactured products made entirely from natural materials, like uncoated paper or plant fibers, that will undergo a natural process of deterioration.
- 2. "City contractor" is a food service related contractor, vendor, concessionaire, or lessee of the city.
- 3. "City permittee" is any person or entity issued a special event permit or temporary use permit by the city for a special event or temporary use on city property.
- 4. "City property" includes land or facilities owned, operated or managed by the city, and public rights-of-way within the jurisdictional boundaries of the City of Orlando.
- 5. "Compostable materials" are manufactured products made from paper, wood, or vegetable-derived plastics.
- 6. "Plastic" is a synthetic material derived from petroleum or a biologically-based source.
- 7. "Plastic bag" is a bag provided to a customer, typically at the point of sale or distribution, for the purpose of transporting food service related items, and is made predominantly of nonwoven, flexible plastic that is less than 10 mils thick.
- 8. "Plastic straw" is a tube intended for transferring a beverage from its container to the mouth of the drinker, or for mixing a beverage in its container, which is made predominantly of plastic.
- 9. "Polystyrene," commonly known as "Styrofoam," is a synthetic polymer made from the styrene monomer.
- 10. "Polystyrene products" are disposable food service articles including protective packaging, containers, cups and lids.
- 11. "Recyclable materials" are raw or processed materials that can be recovered or diverted from the nonhazardous waste stream to be reused or repurposed into another item which may otherwise be produced using raw or virgin materials. For purposes of this policy, recyclable materials include glass, aluminum, or plastics made from polyethylene terephthalate (PET, #1) or high-density polyethylene (HDPE, #2).
- 12. "Reusable materials" are manufactured products that are durable, washable items, often not discarded and can be used multiple times.
- 13. "Single-use products" are food service related products that are designed to be used only once in the same form and then disposed of or destroyed. For purposes of this policy, single-use products are polystyrene products, plastic straws, and plastic bags, as defined herein.

Policy: Single-use products may not be sold or disbursed on city property by city contractors or permittees, unless authorized by the Chief Administrative Officer, Chief Financial Officer, Chief Venues Officer, or designee. The use of biodegradable, compostable, recyclable, and reusable materials is encouraged. In recognition of the needs of customers with disabilities, plastic straws may be provided upon request.

General Guidelines: Applicable contracts and permits shall include a provision that single-use products may not be sold or disbursed on city property as provided in this policy. The city may revoke or cancel any permit for non-compliance with this policy, and may use past non-compliance as grounds for not renewing or re-issuing a permit. Where applicable under the terms of a contract, the city may pursue appropriate contractual remedies for non-compliance with this policy, including termination and/or preclusion or debarment from future city contracts. This policy only applies to new contracts solicited or entered into, and permits granted, after its effective date.

Exemptions:

- 1. Single-use products used for pre-packaged food that have been filled and sealed prior to receipt by the city contractor or permittee, or for packaging unwrapped food items, such as raw meat, poultry and fish.
- 2. Single-use products used by a city permittee for events or facility rentals attended by 100 people or less.

REFERENCE

Chapter 15, Orlando City Code; Green Works Orlando Community Action Plan; Green Works Municipal Operations Sustainability Plan.

EFFECTIVE DATE:

This policy is effective beginning October 1, 2019.

A. Single-use Products Policy | City of Orlando | Green Works Event Guide | 17

New Policy Takes Effect: SINGLE-USE PRODUCTS ON PUBLIC PROPERTY

The City of Orlando is leading by example to transform Orlando into one of the most sustainable cities in the nation.

On June 3, 2019, the City of Orlando approved a change to the internal policies & procedures aimed at eliminating single-use products on city-owned property, venues, parks, or affiliate events (18A permitted events).

Single-use products are defined as food service related products that are designed to be used only once in the same form and then disposed of or destroyed. Single-use products include, but are not limited to, polystyrene products (Styrofoam), plastic straws, and plastic bags.

The single-use policy takes effect on October 1, 2019. The policy requires the use of alternatives to single-use products, specifically certified compostable, biodegradable, recyclable (plastic #1 or #2), or reusable products.







Why is this policy important?

Expanded polystyrene (aka Styrofoam), plastic bags, and plastic straws are:

- Non-biodegradable products made from fossil fuels and contribute to environmental degradation. They are often used for a few minutes and discarded, only to be around in our environment for hundreds, if not millions of years before decomposing.
- **Common contaminants in recycling** these items are not recyclable in our current recycling stream and can cause entire recycling loads to be rejected and sent to the landfill.
- Main liter items found in our parks, lakes, rivers, and oceans, these products are hazardous for wildlife, affect water quality and are beginning to impact human health with the onset of bioaccumulation of microplastics.

Where can alternative products be purchased?

Most office supply and local grocery stores offer certified compostable and/or biodegradable alternatives.

Exemptions:

- •In recognition of the needs of customers with disabilities, plastic straws may be provided upon request.
- •Single-use products used for pre-packaged food that have been filled and sealed prior to receipt by the City of Orlando contractor or permittee, or for packaging unwrapped food items, such as raw meat, poultry and fish.
- •Single-use products used by a City of Orlando permittee for events or facility rentals attended by 100 people or less.



C. SUSTAINABILITY CHECKLIST FOR EVENT ORGANIZERS

This checklist is intended to help event organizers and managers identify sustainability strategies for their event and to organize the action items needed to successfully accomplish them. Strategies for three key areas are listed below, however sustainability solutions are endless. Therefore, the city encourages organizers to implement new ideas that may not be listed here. Please utilize this resource from the beginning of the planning process to ensure enough time is available to roll out training for all staff and volunteers, communicate with vendors and attendees, and coordinate any needed city resources and services. If you have any questions, contact greenworks@orlando.gov.

Commun	nications	and	Marketing
Communicati	II Ca ti Oi i 3	alla	I TUI NC LITTE

Display signage throughout the event and send e-communications that encourage sustainable behaviors from
attendees (e.g. proper recycling and food waste sorting, water refilling, reusable bags, etc.).

☐ Provide way-finding to bike racks and water refill stations, zero waste stations, etc.

- ☐ Ensure items for giveaway and sales are made from recyclable or reusable materials and are durable/useful items.
- Rent or buy reusable event materials (tablecloths, latex gloves, etc.) instead of purchasing single-use items.
- ☐ Use local suppliers and products where possible to support the local economy and reduce greenhouse gas emissions from travel miles.
- ☐ Choose partners (exhibitors, suppliers, etc.) that have a commitment to sustainable practices.
- ☐ Distribute the Sustainability Checklist for Exhibitors and Suppliers found in Appendix E before signing a contract.
- ☐ Contact local resources and partners such as those listed in Appendix I to help make your event as sustainable as possible.
- ☐ Solicit green volunteers to help the sustainability initiatives at your event run smoothly.

Waste Reduction

- ☐ Select reused, reusable or recyclable materials for the construction of booths, displays and exhibits.
- ☐ Select items with less packaging and contact suppliers and manufacturers to request orders be sent with less packaging or eco-friendly packaging.
- ☐ Reduce unnecessary, unsustainable, and/or non-reusable decorations such as balloons, confetti, etc. where possible.
- ☐ Reduce the amount of printed materials, print double sided when printing is necessary, and opt for e-communications and QR codes.

Food and Beverage

- ☐ Adhere to the City of Orando's Single-Use Products Policy found in Appendices B and C.
- ☐ Provide all vendors and other partners with the Single-Use Products Policy flyer found in Appendix C and the acceptable recycling and food waste items found in Appendices G and H.
- ☐ Distribute the Sustainability Checklist for Food Vendors found in Appendix F before signing contracts to ensure their consideration of:
 - » Local, organic, fair trade, vegetarian/vegan options, and healthier more ethical animal products
 - » Reusable, compostable, and bulk options
 - » Participation in food waste, recycling, and grease diversion
 - » Elimination of paper receipts
- ☐ Create a strategy for food donation of excess edible food.
- ☐ Strategically map out placement of zero waste stations in high traffic areas such as food and beverage vendors and dining seating.
- ☐ Add zero waste station locations to the events map, on appropriate printed materials and the online events page.

- ☐ Plan for providing water refill stations at your event and encourage attendees ahead of time through marketing to bring their reusable water bottles.
- ☐ Provide and display proper waste sorting signage found in Appendices G and H during the event.

C. Sustainability Checklist for Event Organizers | City of Orlando | Green Works Event Guide | 19

D. SUSTAINABILITY CHECKLIST FOR EXHIBITORS AND SUPPLIERS

Please use this checklist to do your part in helping us achieve a low-impact, sustainable event. This is a list of basic sustainability efforts that can be adopted. We encourage you to think of more actions to implement that may not be included here.

Please also review the additional provided resources which include The City of Orlando's Single-Use Products Policy flyer, acceptable recyclable items and acceptable food waste items. If you have any questions or ideas, please contact your event contact.

Do not use or provide traditional single-use items (including for personal use) and review the provided City of Orlando Single-Use Products Policy flyer. Instead, use washable/reusable or compostable single use items.
Ensure items for giveaway and sales are made from recyclable or reusable materials and are durable/useful items.
Buy in bulk to reduce the number of containers and packaging, or purchase eco-friendly packaging.
Select items with less packaging and contact suppliers and manufacturers to request orders be sent with less packaging.
Select reused, reusable or recyclable materials for the construction of booths, displays and exhibits.
Eliminate unnecessary, unsustainable, and/or single-use decorations such as balloons, confetti, etc. where possible.
Rent or buy reusable event materials (tablecloths, work gloves, etc.) instead of purchasing single-use items.
Use local suppliers and products where possible to support the local economy and reduce greenhouse gas emissions from shipping.

☐ Choose partners (contractors, suppliers, manufacturers, etc.) that have a commitment to sustainable practices.

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E. SUSTAINABILITY CHECKLIST FOR FOOD VENDORS

Please use this checklist to do your part in helping us achieve a low-impact, sustainable event. This is a list of basic sustainability efforts that can be adopted. We encourage you to think of more actions to implement that may not be included here.

Please also review the additional provided resources which include The City of Orlando's Single-Use Products Policy flyer, acceptable recyclable items and acceptable food waste items. If you have any questions or ideas, please contact your event contact.

Do not use or provide single-use items (including for personal use) and review the provided City of Orlando Single-Use Products Policy flyer. » Common items such as wood stirrers, compostable/paper straws, and compostable bags may be used instead and can be made upon customer request only.
Select local, organic and seasonal foods and set a baseline percentage goal for locally sourced foods.
Provide vegetarian and vegan options.
For non-vegetarian options, choose sustainable seafood, free-range chicken, grass-fed beef, and non-dairy alternatives.
Offer bulk condiments and fountain beverages instead of individual packets, cans or bottles.
Use organic and/or fair-trade certified coffee and tea products.
Offer non-dairy milk alternatives and bulk sized creamers.
Allow participants to use their reusable cups for beverages and consider offering an incentive for this eco-action.
Offer reusable to-go containers and cups/mugs for purchase.
Use reusable or biodegradable dinnerware, flatware, straws and/or linens.
Identify which items from your operations are truly recyclable using the provided acceptable recyclables signage.
Participate in recycling and food waste collection during the event.
Work with event organizers to ensure signage for proper recycling and food waste sorting are nearby for your customers and staff.
Collect used grease and cooking oil in shatter-proof containers and coordinate a drop off at the closest local facility during their hours of operation: $\underline{orlando.gov/grease}$
Work with the event planner to establish a food donation strategy for excess edible food and be prepared to have someone deliver the donation.
Print receipts upon request only or go fully digital for purchases.

E. Sustainability Checklist for Food Vendors | City of Orlando | Green Works Event Guide | 21

REGYCLING



Empty bottles and containers, cap on

Empty bottles

Empty aluminum cans

Clean, flattened cardboard and event flyers



FOOD WASTE



DO NOT INCLUDE:

cups, plates, utensils, trash or recyclables



LANDFILL





I. PRODUCTS, SERVICES, AND RESOURCES FOR A SUSTAINABLE EVENT

CITY OF ORLANDO SUSTAINABILITY SERVICES:

To request City of Orlando services mentioned in this guide such as waste collection bins and hauling (for trash, recycling, and food waste), proper grease collection and responsible disposal, tree and seed event giveaways, please email greenworks@orlando.gov.

To request Green Works sustainability staff to table or speak at your event to promote local sustainability programs, please complete the following online form: <u>orlando.gov/gwspeaker</u>

To request recycle bins for your event, contact Keep Orlando Beautiful, Inc. (KOB). KOB has accomplished many worthwhile projects to keep Orlando "The City Beautiful", including several education programs, public space and event recycling bin implementation as well as numerous community cleanup and beautification events: <u>orlando.gov/kob</u>

*If your company or product can help event organizers meet their sustainability goals and are interested in being included below, please contact greenworks@orlando.gov.

OTHER SUSTAINABILITY SERVICES:

Waste Audit/Waste Characterization Studies and/or Zero Waste Event Design and Management Services

 Foundation for Florida Environmental Protection (local): facebook.com/FoundationforFloridaEnvironmentalProtection/

Food

- · Food Donation through Second Harvest Food Bank of Central Florida: feedhopenow.org
 - » info@feedhopenow.org

Transportation

- Electric bike and scooter rentals :
 - » <u>orlando.gov/scooters</u>

Carbon Neutral Event Services, Tools, and Tree Plantings

- Foundation for Florida Environmental Protection (local): <u>facebook.com/FoundationforFloridaEnvironmentalProtection/</u>
 - » <u>eric@mainframe.com</u>
- The Carbon Fund (national/international): carbonfund.org
 - » carbonfund.org/contact/

Sustainable Products/Materials:

Waste Reduction Sorting Labels

- · City of Orlando: orlando.gov/Trash-Recycling
 - » Appendices G and H
- · Recycle Across America: recycleacrossamerica.org
 - » info@recycleacrossamerica.org
- The Recycling Partnership: <u>recyclingpartnership.org/diysigns/</u>
 - » recyclingpartnership.org/contact/

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Water Refill Stations

- Water Wagon: <u>fsawwa.org/page/WaterTank</u>
- Orlando Utilities Commission (OUC):
 <u>ouc.com/environment-community/high-quality-water-ouc/water-sustainability</u>

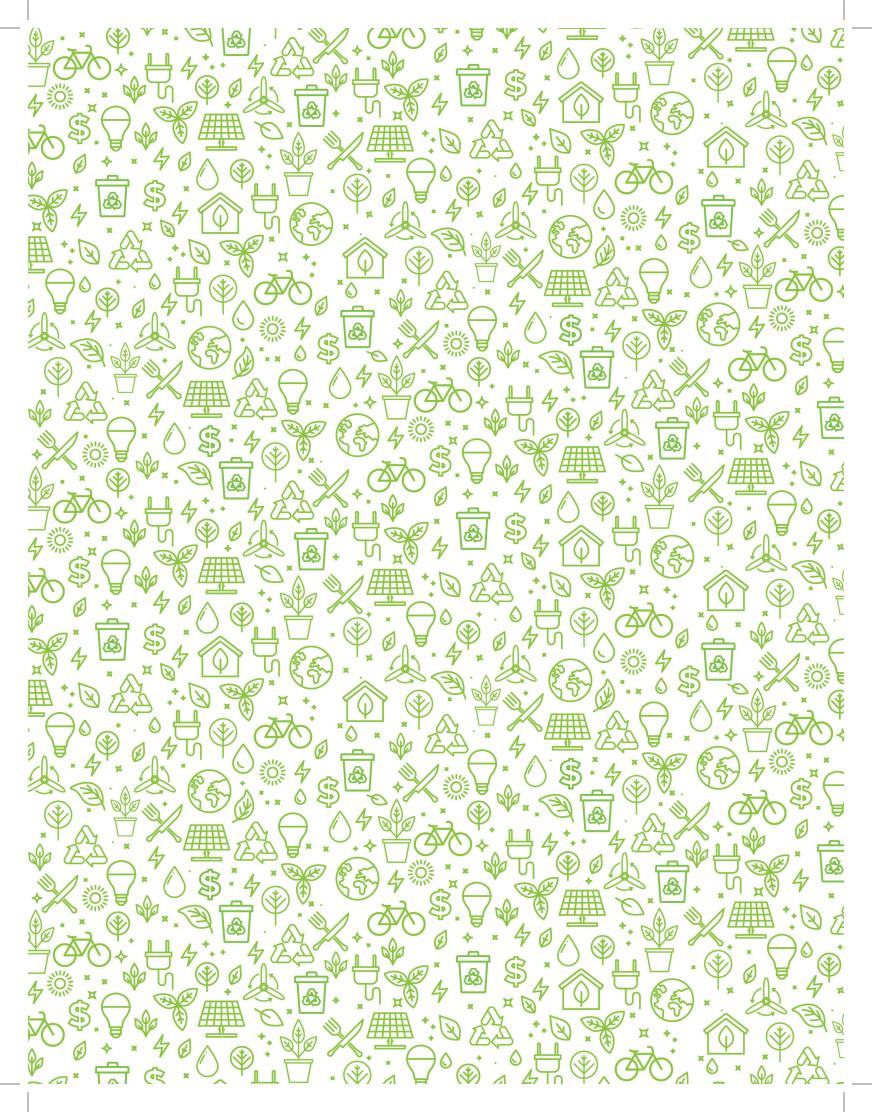
Sustainable Printing and Paper

• Forestry Stewardship Council (international certification for sustainable paper and wood products): us.fsc.org/en-us/market/paper-printing

SUSTAINABLE EVENTS RESOURCES

(compiled list of resource links in order, as mentioned throughout this guide):

- City of Orlando Sustainability Action Plan: orlando.gov/Initiatives/2018-Community-Action-Plan
- Green Lodging Directory: floridadep.gov/osi/green-lodging/content/green-lodging-designated-property-directory
- Cooking Oil Recycling: <u>orlando.gov/grease</u>
- TRUE Zero Waste Events: <u>true.gbci.org/resources</u>
- Recycle Across America's Toolkit for Creating a Successful Recycling Program: aa45dbcb-clbc-4la2-83a8-40992f3725le.filesusr.com/ugd/2496cb_6f0a14fe82014cc292fe30e16110d9aa.pdf
- EPA's WARM Reduction Model to calculate GHG emissions: epa.gov/warm
- Sunrail train schedule: <u>sunrail.com/schedules/</u>
- Sunrail map: <u>sunrail.com/map/</u>
- Lymmo route schedules: golynx.com/plan-trip/riding-lynx/lymmo/
- Lymmo map: golynx.com/resources/pdf/LYMMO-Map-Alone_071920.pdf
- Lynx Bus System Schedule: golynx.com/resources/pdf/071920-lynx-schedule-book.pdf
- Lynx Bus System Map: golynx.com/resources/pdf/System-Map-121414.pdf
- City of Orlando free Tree Program, One Person, One Tree: orlando.gov/trees
- Carbon Fund carbon footprint for events calculator: carbonfund.org/take-action/businesses/carbonfree-programs/events-program/





orlando.gov/greenworks